

### **Steps to Becoming a Safe Cribs for Missouri Provider**

1. The local public health agency (LPHA) reviews the Safe Cribs for Missouri program information and offers to participate as a provider.
2. The LPHA educator uses the required educator resources to learn and become familiar with safe sleep education.
3. The LPHA completes the Safe Cribs referral form for an eligible client and faxes the referral to Mary List at (573) 751-6185.
4. The Department of Health and Senior Services (DHSS) sends the LPHA a Letter of Agreement to participate in the program.
5. The LPHA Administrator signs the Letter of Agreement and returns it to Mary List.
6. The Bureau of Genetics and Healthy Childhood orders the crib to be shipped directly to the LPHA.
7. Initial Education - After the crib arrives, the LPHA educator meets with the client (in office or client's home) for the first education session. At the beginning of the session, complete the Initial Assessment form. This form provides the "before" picture of the client's knowledge about safe sleep. Then provide the safe sleep education, including a viewing of the *Never Shake and Safe Sleep for Your Baby* DVD. Show the client how to set up and use the crib, and let her practice setting it up. At the end of the session, complete the Education Checklist, making sure each topic has been covered. Then give the crib to the client.
8. Follow-Up Education - The second education session is provided to reinforce and assess compliance with safe sleep practices. This session must be done in the home. If the client receives the crib before the baby is born, the second session should be conducted 4-6 weeks after the baby's date of birth. If the client receives the crib after the baby is born, the second session should be conducted 4-6 weeks after the client receives the crib. Complete the Home Visit Compliance Questionnaire during the second education session. The questionnaire provides the "after" picture of the client's knowledge and use of safe sleep practices.
9. The LPHA will be reimbursed as follows:
  - a. First education session: \$50.00 if provided in the office, \$75 if provided in the home
  - b. Second education session (must be provided in the home): \$75.00
10. As soon as the first education session is completed, send a copy of the two corresponding education forms (Initial Assessment form and Education Checklist) along with an itemized invoice to DHSS. You may fax the documents to (573) 751-6185 or mail to the address below. Please include the following "Bill To" address on the invoice:

Missouri Department of Health and Senior Services  
Bureau of Genetics and Healthy Childhood  
Attn: Mary List  
P.O. Box 570  
Jefferson City, MO 65102-0570

As soon as the second education session is completed, send a copy of the Home Visit Compliance Questionnaire along with an itemized invoice to DHSS at the above address or fax number.